



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

**JOB DESCRIPTION  
CITY CLERK  
CITY CLERK'S OFFICE**

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

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## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under limited supervision, this position is responsible for the overall administration of the City Clerk's office, providing executive administrative services to the City Council. The City Clerk establishes goals and objectives for the office, oversees its administration, and supervises its personnel. This position is appointed by and reports to City Council.

## **ESSENTIAL JOB FUNCTIONS**

Reviews and makes recommendations, in consultation with Mayor, City Council, and City Manager, regarding items placed on City Council Agenda; ensures that accompanying documents, reports and studies are appropriately processed in accordance with federal, state, and city laws and ordinances. Implements procedures for posting council meetings and related documents online using various modern computer technologies. Receives and processes community inquiries and concerns directed to the Mayor and City Council; Attends City Council meetings, and maintains official records and preserves official actions of the City Council through minutes, ordinances, and resolutions.

Responsible for implementing programs that promote increased communication with the community and City Council. Meets with groups, gives talks and presentations and; represents the City at various meetings and functions.

Serves as keeper of the City Seal. Reviews all official documents requiring a seal, and signs and affixes seal as appropriate. Documents include, but are not limited to, deeds, agreements, bonds and contracts.

Serves as designated records manager responsible for the official records for the City in accordance with state law. Ensures that appropriate records management systems are used to index ordinances, resolutions, meeting minutes, city code and other related documents. Ensures the individual City departments maintain and destroy records in accordance with the retention and destruction schedules of the Library of Virginia; certifies and maintains records of destruction; researches and responds to inquiries concerning records retention and destruction. Responds to and directs FOIA requests to appropriate City departments.

Supervises, trains, develops, counsels, and takes various personnel actions for staff. Responsible for performing employee evaluations and administering human resources policies and procedures. Promotes staff collaboration, innovation and critical thinking in developing solutions and approaches to departmental issues. Develops and maintains City Clerk and City Council budgets.

Responsible for developing and administering effective and efficient office systems; establishing office priorities and direction to effectively meet the administrative needs of City Council. Develops and evaluates policies and procedures to effectively carry out office operations.

Serves as liaison to the City Council appointed boards, committees and commissions; provides assistance and support on various administrative matters such as legal filings, audit requests, record keeping, attendance and appointments.

Performs other duties as assigned.

### **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

### **REQUIRED KNOWLEDGE**

- Municipal Government – Thorough knowledge of laws, legal codes, government regulations, executive orders, agency rules, and the democratic political process as it relates to City Council.
- Office Administration – Extensive knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Management of Personnel – Considerable knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff. Knowledge of personnel recruitment, selection, and the use of Human Resources information systems.
- Customer Service – Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services and evaluation of customer satisfaction.

### **REQUIRED SKILLS**

- Judgment/Decision Making – Using logic and reasoning to understand, analyze, and evaluate complex situations. Then evaluating the best method of research to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation. Exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.
- Computer Skills – Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy. Employs current trends and practices related to the use of technology in municipal government and related activities.
- Social Perceptiveness – Handling all interactions with poise, tact and diplomacy and in a confidential manner.

## **REQUIRED ABILITIES**

- **Coordination of Work** – Highly developed ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Attends and maintains a calendar for meetings, deadlines and events. Performs a broad range of supervisory responsibilities over others.
- **Communication** – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner.
- **Accounting and Budgeting** – Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

## **EDUCATION AND EXPERIENCE**

Requires a bachelor's degree in business, public administration, or a related field and 10 years of progressively responsible experience in business or the public sector with office management, records management or closely related responsibilities with 5-7 years of supervisory experience or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background investigation to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

Must possess and maintain designation as a Certified Municipal Clerk (CMC). Continued appointment is conditioned upon acceptable progress towards certification as a Master Municipal Clerk (MMC).

## **ENVIRONMENTAL HAZARDS**

The job risks no exposure to any environmental hazards.

## **PHYSICAL AND DEXTERITY REQUIREMENTS**

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis and routine keyboard operations.

## **SENSORY REQUIREMENTS**

The job requires normal visual acuity, and field of vision, hearing and speaking.